

CITY OF WAUKESHA
CLERK TREASURER'S DEPARTMENT
201 Delafield Street, Waukesha WI 53188
City Hall Room 104
Tel: (262) 524-3550 Fax: (262) 524-3888
www.waukesha-wi.gov

STREET CLOSING APPLICATION

FOR CITY DEPARTMENTS OR EDUCATIONAL FACILITY APPLICANTS ONLY

(Parking lanes, sidewalks, municipal parking lots, or trails)

- Application must be submitted to the Clerk's Office no earlier than 270 days and no later than 20 days before the date of the closure.
- No permit or fee required if City is the applicant.
- \$50 late fee if application if application is submitted less than 45 days before event.
- No more than 400 people on closed right-of-way at any given time.
- Waukesha Municipal Code 6.17 regulates street closings. Please visit the City code book at www.waukesha-wi.gov
- Closures of Public Rights of Way are subject to the regulations as defined in [Waukesha Municipal Code 6.17 \(14\) a-h](#)

→ Are you a City of Waukesha department or an educational facility?

☒ Yes

☐ No

If you answered "No" to the above question, you cannot use this form. Please use the Street Closing Application for non city/educational facility applicants.

Applicant Information

Applicant's Name Julia Richter
Name of City Department or Educational Facility Carroll University
Phone Number 262-650-4805 Email carrolluniversitysa@gmail.com
Address (include city/zip) 119 E. College Ave, Waukesha, WI, 53186

Event Information

Name of Event Spring Fling Repeat Event? ☒ Yes ☐ No
Purpose of Event Annual event for students on campus in Spring.
Event website (if any) N/A
Date(s) of Proposed Event 4/27/18
Time event will assemble 7:00 am Time event will begin 11:00 am
Time event will end ~~2:00 pm~~ 12:00 am Time event will disband ~~3:30 pm~~ 12:00 am
Name of contact person on day of event Katie Lesperance Cell 920-344-0883

AREA OF STREET TO BE CLOSED - ATTACH MAP OF PROPOSED CLOSURE AND INDICATE PROPOSED USE:

Wright St. We will be using the street to set up tables with games and activities run by student organizations and campus departments.

Number of blocks to be closed (block means the distance between intersections on a City Street, or 200 yards whichever is shorter) 1 block

Number of Barricades Needed Enough to block both ends of the street

Will this event include: Music? ☒ Yes ☐ No

Vehicles? ☐ Yes ☐ No

Animals? ☐ Yes ☒ No

If yes, please explain: There will be a band performing for part of the day on the parking lot next to the street.

Do you intend to place any objects or items into the proposed area of closure:

☒ Yes ☐ No

Do you intend to have any vending of items or services for sale or display into the proposed area of closure:

☐ Yes ☒ No

If you answered yes to either question above, please explain in full detail:

We will have about twenty tables and forty chairs set up on the street. Each will be for a specific organization or department at Carroll. They will have a variety of small games and activities.

*Approximate maximum number in attendance at one time (additional regulations for large special events of more than 400)

350

Attendance estimate based on?

Prior attendance from last year

Fees for Educational Facilities Only – City Applicants are exempt from fees

The following street closing fees shall be paid when filing the applications, per application, and shall not be refundable. City applicants are exempt from fees.

STREET CLOSING:	AMOUNT
Closure of 1 – 7 blocks	\$50.00
Closure of 8 or more blocks	\$150.00
*Late Fee *(if filed less than 45 days before event)	\$50.00

Applicant Signature

I hereby make an application for a Street Closing Permit as detailed above. I agree to abide by the requirements of all City of Waukesha ordinances and State laws.

☒ Signature

Julia Richter

Date

2/8/18

FOR OFFICE USE ONLY!

Date Application Received in Clerk's Office

3/5/18

Clerk's Initials

RM

☐ Map provided

☒ Amount Due

\$50.00

Date Paid

3/5/18

Department Routing:

☐ Police

☐ Fire

☐ Engineering

☐ Transit

☐ WPRF

☐ Attorney

☐ Approved

☐ Denied

Clerk Processing Permit

Date

Municipal Lot Closure:

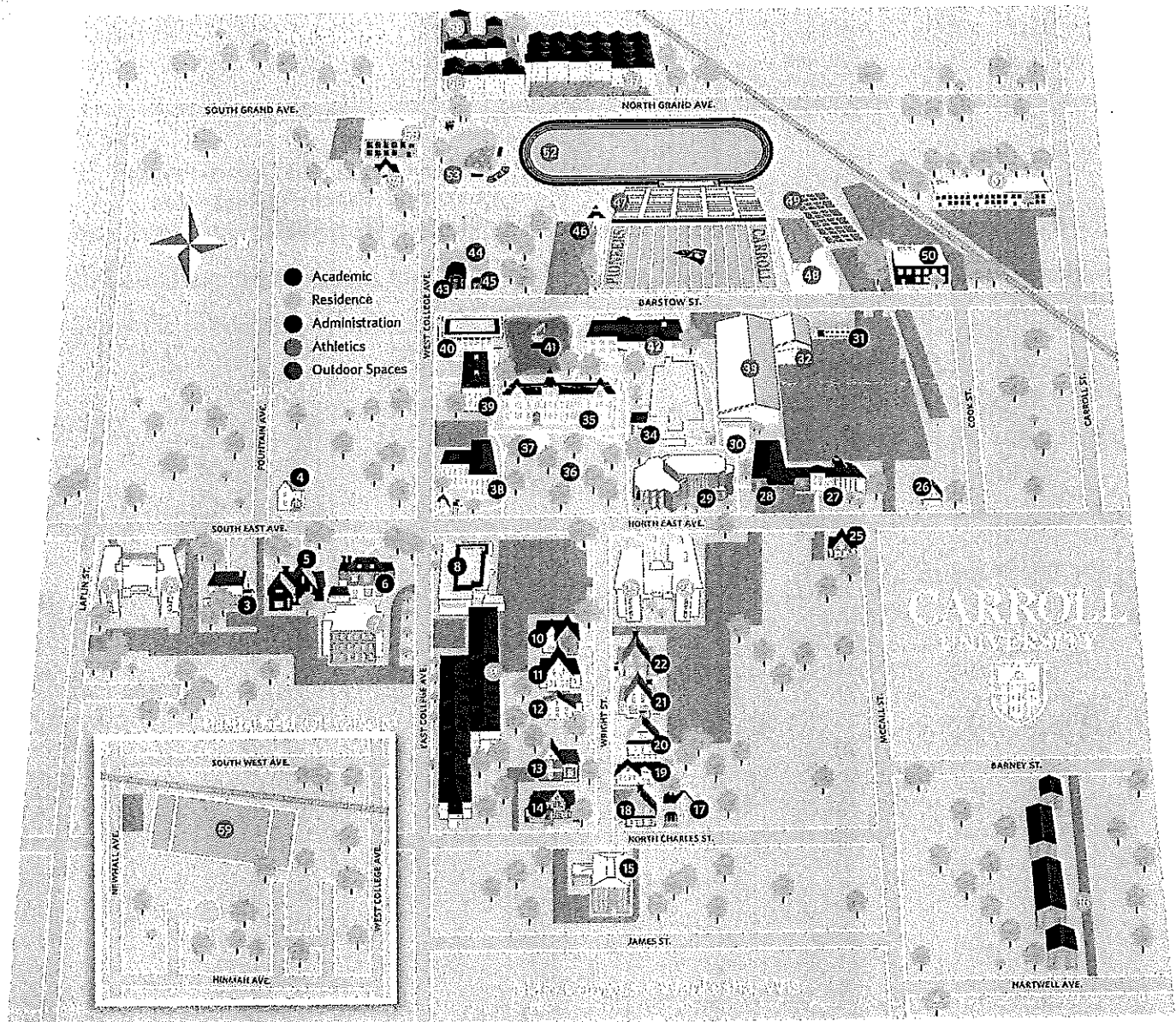
☐ Building & Grounds Committee Approval

☐ Council Approval

MISC NOTES:

street to be closed — Wright Street

Discover Carroll University. Campus Map 2016-17



- | | | | |
|---|--|---|--|
| 1. South Bergstrom Hall | 17. 206 N. Charles Street | 31. Physical Therapy Building | 46. Crofts Morava Pavilion |
| 2. North Bergstrom Hall | 18. Human Resources | 32. Van Male Natatorium | 47. Schneider Stadium |
| 3. Sneed House | 19. Public Safety | 33. Van Male Field House | 48. Quad/Graphics Team Center |
| 4. Office of Student Affairs | 20. Philosophy and Religious Studies House | 34. Todd Wehr Memorial Library | 49. Kilgour-Trailblazer Tennis Center |
| 5. President's House | 21. Betty Lou Tikalsky House | 35. Main Hall | 50. Barstow Building |
| 6. MacAllister Hall | 22. A. Paul Jones Scholars Hall | 36. Main Lawn | 51. Carroll Street Apartments |
| 7. Kilgour Hall | 23. Steele Hall | 37. Medallion Plaza | 52. Dennis Patches Track & Field Complex |
| 8. Campus Center | 24. Swarthout Hall | 38. Voorhees Hall | 53. Kilgour Field |
| 9. New Hall | 25. Business Hall | 39. Rankin Hall | 54. 239 W. College Avenue |
| 10. Walter Young Center | 26. College of Health Sciences | 40. Michael and Mary Jaharis Science Laboratories | 55. College Avenue Apartments |
| 11. Wright House | 27. Humphrey Memorial Chapel and Art Center | 41. New Academic Building Construction Site | 56. Prairie Hall |
| 12. Center for Academic Advising Services | 28. Otteson Theatre and Henke Nursing Center | 42. Ganfield Gymnasium | 57. Frontier Hall |
| 13. Research and Development House | 29. Shattuck Music Center | 43. Mathematics House | 58. Pioneer Hall |
| 14. Student Health Services | 30. Van Male Plaza | 44. Community Garden | 59. Haertel Field |
| 15. Charles House | | 45. Bike Shop | |
| 16. Hartwell Avenue Apartments | | | |